



Office of Human Resources and Equal Opportunity

DATE: August 19, 2008

TO: All Full-Time Contracted Employees: FA, CSEA, SEIU, AMA, Confidential and Teamsters

FROM: Christine Vo, Benefits Manager

RE: **Workers' Compensation Medical Leave Allowance (Earning Code 254) - to be used to record and identify time off to attend Medical Appointments related to Industrial Injuries**

Effective **August 15, 2008**, we have a new **Earnings Code (EC) 254** to record and identify time off for medical leave to attend medical appointments related to industrial injuries.

The EC 254 will be used to account for medical leave allowance for all full-time contracted groups: CSEA, SEIU, Confidential, Teamsters, AMA and FA. Note, the Faculty Leave Report will be account for this new EC 254 manually for faculty.

Injured worker is allowed to be off work a maximum of **2 hours per day** for medical appointments such as physician follow up visits, acupuncture treatment, and physical therapy sessions. EC 254 should only be used as a release time from work to attend scheduled medical appointment(s) for work-related injuries. However, EC 254 Medical Leave Allowance should not be used when the injured worker is not working at all for the day. For example, we will not combine two hours of medical leave allowance (EC 254) plus six hours of sick, vacation or personal leave. In this scenario the employee should use the full 8 hours of sick, vacation, or personal leave.

The Medical Leave Allowance (EC 254) is not permissible to pay for release time off work unless medical documentation(s) could be verified. If the verification failed to confirm the attendance of the medical appointment(s) in question, the employee must use sick leave (S/L), personal leave (P/L) or vacation leave (V/L) to supplement full pay if he/she desires to receive 100% pay.

For major medical/legal appointments such as: pre-operation, Qualified Medical Evaluation (Q.M.E.), Court Appearance and Mandatory Settlement Conference a maximum of **4 hours per day** of industrial leave is allowed. Any regular combined appointments such as a physician's follow up visit and physical therapy session in any one day, the maximum hours of industrial leave allowed is 2 hours per day. For major medical/legal combined appointments, the maximum number of industrial leave allowed is 4 hours per day.

If the injured worker is ill due to other medical reasons and the illness is preventing the injured worker from attending the scheduled worker's compensation's medical appointment, the individual may reschedule the appointment with the treating physician for the next available appointment. No industrial leaves will be granted in conjunction with other leaves such as sick leave, personal leave or vacation pay, when the individual is not at work at all during the normal working day.

In summary, the principal of **Going-and-Coming** to work must exist before a Medical Leave (EC 254) and/or partial Industrial Leave (EC 255 and 256) is allowed. No medical/industrial leaves will be granted, unless the injured worker is present at work for the day.

Injured workers are required to submit time sheets or leave reports to payroll, signed by the supervisor, stating the specific amount of time and the dates that the employee is off on Medical Leave Allowance (EC 254) along with medical documentation(s). All payroll time sheets or leave reports with Medical Leave Allowances (EC 254) must be verified and approved by Christine Vo, Benefits Manager.

In addition, casual employees and registered volunteers who experienced wage loss shall have their authorized industrial leaves paid directly by the workers' comp. insurance carrier. They should **not** use EC 254, 255, or 256.

As a reminder, EC 255, Industrial Leave, will continue to account for both Total Temporary Disability (TTD) and Partial Temporary Disability (PTD) due to work-restrictions accommodation for injured workers who returned to work. These statistics are required by the Department of Labor and the District is required to pay for the leave per the State's Workers' Comp provision. Unlike EC 255, EC 254 is paid for by the District, and it is **not** required by law.

Effective September 1, 2008, the new electronic time sheet will include the new earning code. Injured workers who are affected by the change will be notified accordingly.